



## TIPS FOR FIRST TIME RIDE MANAGER OR SECRETARY RMS USERS

1. Make sure you have java script enabled and cookies and popups allowed on your computer. (You can just allow popups for the natrc5.org page on most browsers.)
2. Go to: <http://rms.natrc.net>.
3. Enter your username and password and click "Log In". (If you don't have an account, click "Need an account?", follow the instructions to create your account, and then start over.
4. Put on your reading glasses and read the fine print. The instructions are there!
5. Carefully read the directions at the top every time you go to a different page. Pay special attention to red text.
6. To get started, look in the upper left corner for a discreet tab that says "Ride Mgmt" beside the "Main" Tab. Click it!
7. Click "Go" after "Build and Edit Rides and Events".
8. You will have a choice of editing or getting events for an existing ride or creating a new ride. General info:
  - a. At the bottom of most of the forms click the Edit icon and make needed changes (dates, contacts, extra email verbiage, etc.) The edit icon becomes the update button after you edit information. You must click it or the changes won't be saved.
  - b. On most tables the individual rows have a select button (little red dot) When you click that dot, you got to a page where you can edit the data in that row.
9. Existing ride:
  - a. When you first take over an existing ride, you will need to edit the ride. This is where you change the official contacts and the ride address if it is in a different place. **DO NOT CHANGE THE RIDE NAME!** The right side of this screen is where you assign the ride to other people. There is a drop-down list of ride officials. Make sure the Ride Chair and Secretary are both assigned. If you do not see the person on the drop-down list, contact the Regional Administrator to have them added.
  - b. After you edit the ride you will select the Return button then click Get Events. Here you can either copy icon) last year's event or create a new event. The only time you would use the new event option is for a new ride, or if everything about the ride has changed and it's easier to start over.
11. **NOTICE: You cannot edit a ride event that occurs in the past. So, if your ride skips a year, you will have to make a copy of the copy in order to get an event in the current year. For example: The last ride was in 2012 and it is now 2014. You will copy the 2012 event to create a 2013 event. Then you copy the 2013 event to get a 2014 event. Now just delete the 2013 event with the little red.** Now edit the new event.
12. The select button (a little red dot) is in front of events, rides, divisions, etc. You will have to click that button to see all the information that you want to edit. Click it to see the divisions on the right. You can add or delete divisions here as long as there are no entries.
13. When typing in the extra verbiage for either field you only have 255 words. If you take too long or go over, RMS will log you out and you will lose everything you typed. So prepare you verbiage in a separate document then copy and paste into the fields to save yourself the frustration of starting over! Click return when done.
14. Do not click the open/close button (little green dot) until all of your information is complete.
15. Click the select button for the divisions to add classes. Play with this some – as long as the red X is there, you can delete the class or division if it is wrong.
16. Prepare an information document and upload it so that people can see it when they click "ride Info"
17. When you are ready to Open your ride for registry, hit the green button, then click the little email icon so that an email will go out to the E-News Chair to send out the "Open for Entries" announcement. Remember, the extra verbiage that you put in will be in that email, so make it meaningful.
18. After your ride is done, you no longer have to email information to NATRC™. Just make sure all of the information is complete in the RMS, including the information on the fees and stats sheet. Once that checks out on the RMS, just email Colleen, [colleenw@myedl.com](mailto:colleenw@myedl.com) and Laurie, [natrc@natrc.org](mailto:natrc@natrc.org), hat the ride is ready and Colleen will retrieve your data directly from the RMS. If anything is missing, she will let you know. Mail a check for the amount listed on the fees and stats form to NATRC.